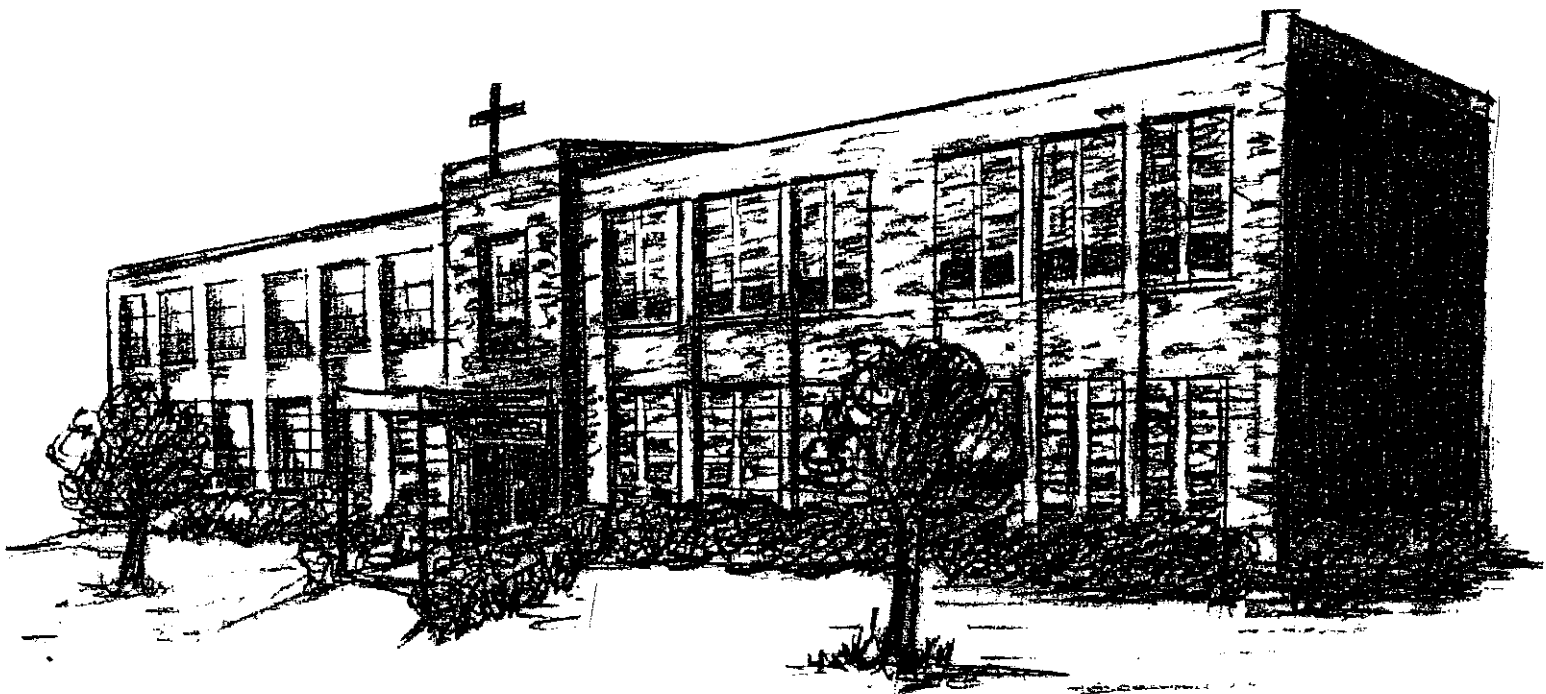


Our Lady of Mount Carmel Regional Catholic Elementary School

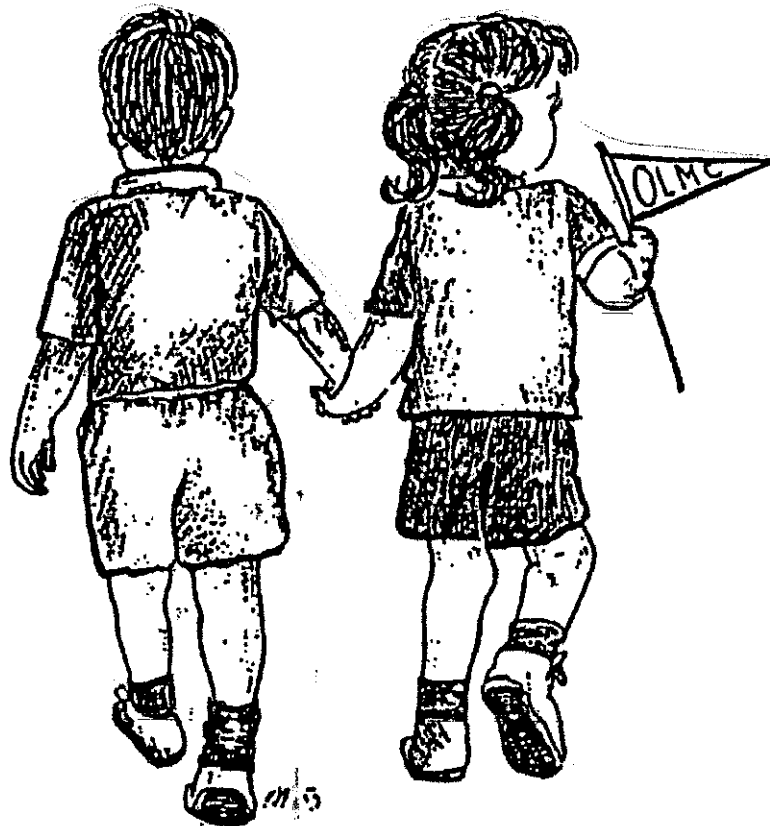
*accredited by the Middle States
Association of Colleges and Schools*



*2018 - 2019
Student/Parent Handbook*

***Our Lady of Mount Carmel
Regional Catholic
Elementary School***

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Berlin, NJ 08009
Phone: 767-1751
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"Let the children come to me . . .
The Kingdom of God belongs to such as these."
Matthew 20:14

Cover design: C. Richard

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FOREWORD

This handbook has been compiled for the convenience of parents. It is meant to afford a ready reference. We hope that it will keep you informed of school policies and procedures and help you to understand some of the routine regulations which concern you and your children. If you still have unanswered questions please feel free to contact the school authorities. The administration and faculty pledge you their support in the God-given task of educating your child.

INTRODUCTION

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. Our Lady of Mount Carmel Regional Catholic Elementary School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community.

Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, should reflect the faith which the Church has received from her divine founder.

CATHOLIC SCHOOL ENVIRONMENT

As a community whose primary mission is the teaching of the Faith, Our Lady of Mount Carmel Regional Catholic Elementary School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are

expected, and agree to support these standards and the mission of the school.

If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the Church's teaching mission, they will be engaged pastorally in an attempt to resolve the differences by explaining the Church's teaching and the reasons for the teaching, and kindly encouraging the parent or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

MISSION STATEMENT

Our Lady of Mount Carmel Regional Catholic Elementary School was founded by the Sisters of Mercy as a Catholic community with a foundation deeply rooted in Christian teachings and traditions. While fostering relationships with the family and community, we aspire to explore and develop future leaders who seek to serve the Lord and global community while responding to the needs and challenges of our time.

NON-DISCRIMINATORY POLICY

Our Lady of Mount Carmel Regional Catholic Elementary School does not discriminate on the basis of race, color, nationality or ethnic origin in the administration of educational policies, admission policies, athletic programs or other school administered programs.

PRINCIPAL'S DISCLAIMER

The principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct. Nothing this handbook says limits the principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, if the principal concludes that the conduct or behavior is harmful to the good order, safety and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

The principal reserves the right to amend this handbook and the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes.

ACCREDITATION

In compliance with the Middle States Association's requirements, Our Lady of Mount Carmel Regional Catholic Elementary School received accreditation in 2009. The school was evaluated in May 2017 and was recommended for re-accreditation. A Progress Report is submitted to the Association every three years to keep the accreditation updated. This accreditation is renewed according to the Association's guidelines.

CRISIS MANAGEMENT PLAN

The Administration and faculty have developed a Crisis Management Plan in conjunction with the Diocesan education office, the Camden County Education Department, the local police and public school district. Teachers and students are informed of the plan and are aware of how it works.

ADMINISTRATION AND FACULTY

St. Simon Stock Pastor	Rev. James O. Dabrowski
Parochial Vicar	Rev. Alfred Mungujakisa
Principal	Mrs. Alice Malloy
Advancement Director	Mrs. Melissa Chesebro
School Secretary	Mrs. Jodi Wilhelm
School Nurse	Mrs. Angela Spinosi
Pre-School (4 year olds)	Mrs. Abruzzese, Mrs. Simone (Aide)
Pre-School (3 year olds)	Mrs. Peters, Mrs. Hudrick (Aide)
Kindergarten	Mrs. Gallo
First Grade	Mrs. Madden
Second Grade	Mrs. DeMore
Aide (primary grades)	Mrs. Stanley
Third Grade	Mrs. Sbarra
Fourth Grade	Mrs. Formosa
Fifth Grade	Mrs. Richard
Sixth Grade	Mrs. Bartolone
Seventh Grade	Mrs. Gulla
Eighth Grade	Mrs. Lipari
Advanced Math	Ms. Farnoly
Art	Mrs. Stoltz
Music/Library/Latin	Mrs. Millenbach
Computer	Mrs. Vannella
Phys. Ed./Health	Mrs. Steinberger
After School Program	Mrs. Longo

SCHOOL BOARD

Resident Pastor

Rev. James Dabrowski, St. Simon Stock

OLMC School Administration

Mrs. Alice Malloy, Principal

Mrs. Melissa Chesebro, Advancement Director

Chriselle Bramante	Diane Johns
Kelly Conway	Dr. Joseph Kuchler
Rita Giosa	Michael Murphy
Robert Iuliucci	Jason Smith
Dr. Brenda Velasco	

Our Lady of Mount Carmel Regional School Board is composed of representatives from surrounding parishes. The school principal is an ex-officio member of the regional school board and acts as the board's administrative officer. The Board, together with the principal and the Pastor, is responsible for developing school policy, preparing a school budget and promoting educational programs.

PARENT TEACHER ASSOCIATION (PTA)

The purpose of this organization is to bring about the closest possible cooperation between the home and the school. In order that a school may function at a high level of competency, parental support is of the utmost importance. Parents are urged to become active members of the PTA, attend its meetings and support any programs or projects sponsored by it. By contributing your time and talents to the building of a strong PTA, you are ensuring the continued existence of your school.

Volunteers are always needed to assist in school. Take an active part in school programs and activities. Children need to see their parents involved around the school. Notices requesting help are sent home at the beginning of each school year, and as the need arises. All volunteers must attend Virtus training sessions and complete the background check required by the Diocese of Camden. Specific information related to this can be found on the school's website.

HISTORICAL NOTE

Our Lady of Mount Carmel School opened in September 1956 to serve the needs of the Catholic communities of the parishes of Our Lady of Mount Carmel and Saint Edmund, Gibbsboro. At that time, St. Edmund's was a mission church of Mount Carmel. The school was staffed by Sisters of Mercy who had come from Ireland in response to a call from the Bishop of Camden for teaching sisters. February 9, 1963 saw the establishment of St. Edmund's as a separate parish under the patronage of St. Andrew the Apostle. Our Lady of Mount Carmel School, however, continued to serve the needs of both parishes on an equal basis. In the years that followed, it continued to grow and flourish, reaching a peak enrollment of 720 students. The initial group of four sisters was increased to eleven. The sisters were assisted by a dedicated lay faculty.

In 1972 the Diocesan policy of Regionalization was adopted and the school became known as Our Lady of Mount Carmel Regional School. A Regional School Board was established to serve as an advisory body to the principal and the Executive Board of Pastors.

The decline in school population in the mid-seventies made it possible to accept children from neighboring parishes. A Pre-school for three and four year olds was established in 2003. Today, as a regional school, OLMC accepts students from many surrounding parishes and communities.

SCHOOL PHILOSOPHY

Our Lady of Mount Carmel Regional Catholic Elementary School is a Catholic-centered institution dedicated to sharing in the educational mission of the Church. By faithfully presenting the message of salvation proclaimed by Our Lord, Jesus Christ, and by reverently celebrating it through ritual and service, the school endeavors to provide a setting within which the ideals of Christian living can be realized, and where children can experience living and learning fully integrated.

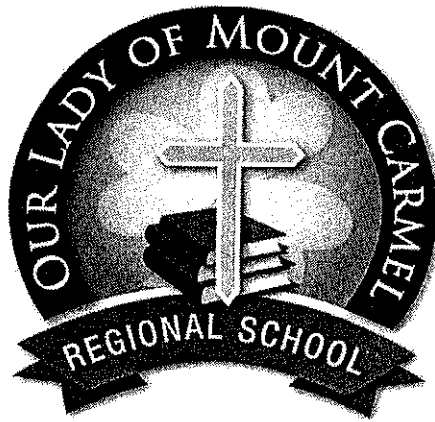
Aware that the ultimate purpose of all education is the total development of the human person, the school is committed to providing a broad, flexible, well-balanced program of studies and activities designed to meet the highest standards of educational excellence while remaining responsive to individual needs and differences.

School authorities welcome the participation of individual parents and parent organizations in extra-curricular programs and activities sponsored by the school, since such programs provide many "teachable moments" and a wealth of experiences that are vitally important to the personal, social and physical development of the students.

The school maintains effective relationships with other educational institutions and agencies in the area in order to better serve the needs of the students. It also avails itself of educational opportunities that are not school structured. The school is open to communication with educational agencies at state, regional and national levels, and cooperates with programs and services made available through such agencies.

Ever mindful of its responsibility, not only to uphold Christian values but to address the values and concerns of the wider community, the school maintains a well-developed public relations program through which it communicates the values that permeate the life of the school. In particular it emphasizes respect for the dignity of all people and the sacredness of human life. In so doing, Our Lady of Mount Carmel Regional Catholic Elementary School endeavors to participate in building a more just, more humane, less violent society. Through the combined efforts of all those involved in the educational process - the home, the school, the parish family, the local community and civic agencies, we believe that each individual student will grow and develop to his/her full potential; becoming a self confident, well-equipped, fully formed citizen of this ever-changing world, while remaining conscious of an eternal destiny as a son or daughter of God.

Final approval of all school programs and policies rests with the school principal in consultation with the School Board and the Pastor. Ongoing evaluation and maintenance of programs, policies and performance will be the mutual responsibility of the faculty and principal in collaboration with the Diocesan School Office.



Our school seal is based on a circle to signify our belief in a life without end. Centered in our seal is the Cross that reminds us to keep our Lord as the center of our lives. The books signify learning. The shamrock represents the Trinity and the Irish influence that the Sisters of Mercy brought to Our Lady of Mount Carmel.

SECTION ONE: GENERAL INFORMATION

ACCEPTANCE AND REGISTRATION POLICIES

Acceptance policies for Our Lady of Mount Carmel Regional Catholic Elementary School (OLMC) have been developed by the School Board in accordance with directives established by the Diocesan School Office. In the event that all who apply cannot be accommodated in a particular grade, first preference will be given to families who already have children in the school, provided application is made on time. Second preference will be given to students from local parishes, provided application has been made on time. Registration for Pre-school and Kindergarten begins in February. Incoming Kindergarten students will be assessed for school-readiness in the spring and acceptance notices will be sent out within two weeks of this assessment.

ADMISSION REQUIREMENTS

Children in the Pre-K three year old program should be three by September 30 of the year in which they seek admission and reliably potty trained. Children in the Pre-K four year old program should be four by September 30 of the year in which they seek admission. Children entering Kindergarten must be five years of age by September 30 of the year in which they seek admission. Children entering first grade must be six years of age by September 30 of the year in which they seek admission.

At the time of pre-registration the following information is necessary:

- ◆ Baptismal certificate.
- ◆ Immunization records and medical history.

Parents who wish to register a child for any grade other than Pre-K or Kindergarten are asked to submit the following:

- ◆ Report card from previous year.
- ◆ Baptismal certificate.

- ◆ Achievement test scores.
- ◆ Health records.
- ◆ Examples of student's work.
- ◆ Student fee of \$150.00 per child.

All students entering Kindergarten will be assessed for academic readiness. **Students with special needs may be accepted on a conditional basis.**

School hours are 7:40 AM to 2:10 PM for full day sessions and 7:40 AM to 12:15 PM for early dismissal days.

AFTER SCHOOL PROGRAM

Supervised after school care is provided for students in the school from 2:15 to 6:00 PM for an additional fee. More specific information on this program is available by contacting the school office or checking the school's website.

BUS TRANSPORTATION

Bus transportation is provided for all students who live at a distance of two miles from school and within a radius of twenty miles. Public school districts may reimburse parents if routes are not available to them. An application form for each individual student has to be filled out each year. The Berlin Borough, Berlin Township and Winslow Townships Boards of Education assume responsibility for the transportation of students in their respective districts. The bus scheduling is done by the staff in each district.

On early dismissal days, afternoon bus routes may take longer than morning routes because buses occasionally have to double up their routes. On such days, prepare your child for a longer ride home.

Occasionally a bus may be late arriving at school at the end of the day. If your child is unusually late getting home, a call to the school office or bus company can alleviate your concern.

DISCIPLINE

Training in responsibility is an important element of every educational system, but in a special way it underlies the whole Catholic educational structure.

To enable a student to develop habits of self-restraint, character, orderliness and efficiency is a serious responsibility for a Catholic school. The training involved helps the student to relate to other people successfully, and ultimately grow into a better Christian.

The administration, faculty, and staff of OLMC constantly endeavor to maintain a positive attitude towards discipline, establishing an atmosphere of harmony with respect to authority which involves the parents as well as the school in the process of discipline.

The practical applications of the school's disciplinary policies are found in Section II of this handbook.

HEALTH SERVICES

The Camden County Educational Services Commission provides the services of a nurse during the week.

The nurse assists in the general medical guidance needed at the elementary level. She checks immunization records and maintains the school medical records. She takes responsibility for checking the heights and weights of all students each year and conducting eye and ear examinations. She also checks for scoliosis.

Policy on Medication

School personnel shall not provide students with any medication whatsoever, unless directed by a family physician and parents. Medication may be administered only on the written order of a physician and parent. This applies to both prescription and non-prescription medications.

All medications are administered from the health office by the nurse, or designated responsible school personnel. The required permission form is available from the school nurse.

All medication, including cough drops, must be in its original container and clearly labeled with the child's name, name of the medication and directions on how it is to be given.

It is necessary for the well-being of your child that following an illness, the child does not return to school until his/her temperature is normal for twenty-four (24) hours and other symptoms have subsided.

Immunization requirements (Grades Pre-K to 8)

****Please see the school's website for the most up-to-date state requirements regarding number/timing of the following vaccines.*

DPT	Polio	MMR	Varicella
HIB - Pre-K only		Pneumococcal conjugate - Pre-K only	
Influenza - Pre-K only		Hepatitis B - K - 8 only	
Tdap and Menactra - students entering 6th grade			

Physical Examination

Entering students must provide evidence of a recent physical examination.

INSURANCE

In compliance with Diocesan regulations, all students are covered by insurance while at school or while participating in any school related activity. In the event of an accident, claim forms may be obtained from the school office.

REGISTRATION INFORMATION

As recommended by the Diocese, a non-refundable student fee of \$150.00 per student will be charged by the school. This fee ensures a place for students for the following school year, and is automatically included in a family's FACTS account.

TRANSFER OF STUDENTS

Parents of children who are transferring out of school for placement in another school system should notify the principal. Academic and health records will be forwarded to the receiving school when requested, **provided all financial obligations have been honored.**

TUITION

The tuition schedule is set up by the Diocese of Camden, the local school board and the Pastor. It is reviewed each year. Tuition is collected by the FACTS management company.

All tuition must be paid on time monthly. All accounts must be kept current before grades will be posted or Report Cards issued. **Please note that the full School Board Policy on Tuition Arrearages is included in Appendix I in this handbook.** Tuition rates will be published once approved by the administration and Pastor.

FEDERAL, STATE, AND LOCAL ASSISTANCE PROGRAMS

Textbook Aid Entitlement

A per pupil allowance for the purchasing of textbooks is given under this program.

Chapters 192-193 Auxiliary and Remedial Services

Under Chapter 192 the following auxiliary services are available to eligible students:

- ◆ Compensatory Education - Reading, Math and Language
- ◆ English as a Second Language
- ◆ Home-bound Instruction in the case of long-term student illness

Under Chapter 193 the following services are available to eligible students:

- ◆ Examination and Classification
- ◆ Supplementary Instruction - Handicapped students
- ◆ Speech Correction

Any questions concerning eligibility requirements may be answered by the Administration.

Drug Free Schools and Community Program

This program provides funds to establish a drug and alcohol abuse education program.

SCHOOL PROGRAMS AND ACADEMIC POLICIES

Curriculum Statement

The primary goal of the curriculum is to provide learning experiences which will foster the values, attitudes, knowledge and skills necessary for the total development of the students as stated in the school's philosophy.

OLMC offers a full curriculum which has been approved by the Office of Catholic Schools and the Middle States Association. Administration and faculty frequently review and evaluate the curriculum, academic policies and school procedures to determine whether they are contributing to the achievement of the school's goals and objectives. Through awareness of, and concern for the needs and potentials of each child, we seek to provide for the total development of all.

Faith Formation: Religious Education

The religious education program is the heart of the complex process that we call Christian education - a process through which knowledge is imparted and a way of life transmitted. The Faith Formation program is set up in sequential order and conforms to the Diocesan curriculum. It includes a

developmental study of religious truths and Sacred Scripture, a study of Family Life, participation in Sacramental preparation programs and participation in liturgical celebrations. Moral and spiritual excellence are fostered through the cultivation of high ideals and attitudes while students are encouraged to internalize the values presented. Through its practical application to daily living, faith formation is the integrating force in the school. Seventh and eighth grade students are expected to participate in one service project per marking period. All students are required to participate in the life of their parish by family participation in weekend Masses.

Sacramental Program

Reception of all Sacraments takes place in the parish in which the family is registered and worships regularly.

Sacrament of Penance (First Reconciliation):

Children receive Penance in second grade. Parents and school share the responsibility for the preparation of the child. Reception of the Sacrament takes place in January for St. Simon Stock parishioners.

Sacrament of Holy Eucharist (First Communion):

Children are eligible to receive First Communion in second grade. Parent and child attendance at Sunday Mass is required. Parents are expected to attend scheduled preparation meetings and to cooperate in preparing the child for the Sacrament. Reception of Holy Eucharist is celebrated in April or May.

Sacrament of Confirmation:

Preparation for Confirmation begins in eighth grade. Students participate in a formal enrollment ceremony and promise to study the basic teachings of the Church and Sacred Scripture, be regular in attendance and participation at Sunday Mass, faithful in the reception of the Sacraments of Penance and Eucharist, and to witness to their faith by participating in various ministries. Opportunity for a special time of prayer and preparation is provided by a Retreat Day. Parents are obligated to attend the enrollment ceremony and one other faith session to help them assist in the preparation of their child for reception of the Sacrament.

Academic Program

Language Arts

The study of Language Arts includes Reading, Oral and Written Expression, Spelling, Handwriting and Library Skills (grades K-5). In addition to a basal series, many supplementary materials are used according to the age level of the students. Our Language Arts curriculum follows the newly established guidelines developed by the Camden Diocese and the University of Notre Dame's Alliance for Catholic Education (ACE) Collaborative.

Mathematics

The Math program in the school follows the guidelines provided by the University of Notre Dame's ACE Collaborative. The program involves students in constructing their own understanding of concepts, in communicating and reasoning about their mathematical experiences and in connecting their mathematical understandings to everyday situations.

At the Junior High level, students are placed into Basic Skills Math, Standard Math or Advanced Math,

based on standardized test scores, report card grades and teacher recommendation. In order to determine accurate GPA's for eighth grade awards and/or scholarships, the following weighting system will be used:

	A+	A	B+	B	C+	C	D+	D
Advanced Math	5.5	5	4.5	4	3.5	3	2.5	2
Standard Math	5	4.5	4	3.5	3	2.5	2	1.5
Basic Skills Math	4.5	4	3.5	3	2.5	2	1.5	1

Science

The school's Science curriculum also follows the guidelines provided by the ACE Collaborative. An understanding of earth, physical and life sciences is presented through the use of basic texts and enhanced by experiments and numerous teaching aids.

Social Studies

The Social Studies program seeks to take the people, places, events and ideas that shaped our state, our nation, and the world and weave them into a living story. The proudest moments of history, as well as the most tragic, are brought to life. The Social Studies curriculum is currently being revised by the diocese, and will also follow the guidelines of the ACE Collaborative when it is fully implemented.

Art and Music

Well developed Art and Music programs have been part of the school curriculum for many years. In addition to their scheduled weekly class, students have an opportunity to improve their artistic skill through extra-curricular activities. The Art Club meets after school weekly and is open to students in grades four through eight. The regular school music program is enhanced by the opportunity to participate in the school band (grades four to eight) and the school choir (grades three to eight). Additionally, there are handbell ensembles available to students in grades five through eight.

Latin

The study of Latin has been shown to increase student performance on standardized tests, and give a greater understanding of English grammar, as well as improve vocabulary and critical thinking skills. Junior High students are scheduled for Latin class one period per week.

Physical Education and Health

The school has a well-rounded, sequential Physical Education program. It seeks not only to provide for the physical growth and development of the students, but also strives to promote good sportsmanship and the gracious acceptance of both victory and defeat in all games and competitions. Health class is taught to Junior High students and emphasizes peer mediation, conflict resolution and healthy lifestyle choices.

Computers/Technology Education

Computer education is provided for all students from Kindergarten through eighth grade. The courses have been developed by educators and have been designed to correlate with classroom studies when possible. Students learn not only to use the computer, but to come to an understanding that the computer is, and will function as, a necessary tool in their lives.

REPORTS OF SCHOOL PROGRESS

In accordance with Diocesan policy, Report Cards are issued four times a year, either in hard-copy or electronic format (at the school's discretion). The Report Card represents a composite of daily class work, homework assignments, special projects and tests. The grading system is explained on the card. Progress Reports are made available electronically in the middle of each marking period. In this way parents will be alerted to give their children special help if it is needed before Report Cards are issued.

STANDARDIZED TESTING PROGRAM

Students in grades three through seven are given a standardized battery of tests during the first week of March. The Diocese uses the Iowa Test of Basic Skills. Grades four and seven also take the Cognitive Abilities Test. Tests are machine scored and parents receive a copy of the results.

Parents are required to take full responsibility for seeing that students are present during this crucial period! It is unfair to both student and teacher to attempt to make up such a volume of work outside the allotted testing time. **Out of town trips are strongly discouraged during this period of time!**

PROMOTION/RETENTION/SUMMER SCHOOL

A student who receives an average passing grade in all major subjects will be promoted to the next grade level. A student who does not average a passing grade in any major subject area will be required to attend summer school or have private tutoring. Upon completion of requirements a report must be sent to the school. A meeting with the teacher/teachers and student will be arranged prior to school reopening. Students who fail to meet the proper requirements for the eighth grade will not be permitted to repeat this grade at OLMC Regional Catholic Elementary School. They must enroll in another school system.

SECTION TWO: SCHOOL POLICIES AND PROCEDURES

ASSEMBLY 7:40 AM

All students are expected to report to their homerooms upon arrival at school. Adult supervision is provided from 7:20 AM. No child should be dropped off before then. The student-produced morning broadcast, which includes morning prayers and the flag salute will begin at 7:40 AM.

Lateness

A student is considered late when he/she has missed the morning assembly at 7:40. If lateness is anticipated, the parent should call the office prior to the child's arrival and explain the reason for the lateness. All students will have their late arrival recorded as "tardy" in RenWeb, and students in grades three through eight will also receive a demerit for this tardiness. If a school bus is late, those children are automatically excused. **Repeated lateness disrupts class routine and affects the attendance record of the child.**

ATTENDANCE

Regular attendance has a marked influence upon scholastic achievement. It is the responsibility of the parent to ensure that the child is in attendance during the 180 days required by the school calendar. **Parents are strongly urged not to plan vacation trips while school is session.** Student illness or death in the immediate family are the only legitimate reasons for absence.

Absenteeism

As a safety matter, if your child is going to be absent from school, please call the office by 8:00 AM. Whenever a child is absent for any reason, a note listing the dates of absence and the cause of absence should be sent to the child's teacher. **This note, written and signed by either parent or guardian, should be in the hands of the teacher upon the student's return to school.** A doctor's note is required for any absence of more than three consecutive days for the nurse's files. It will be kept in the student's file for the academic year. It is the responsibility of the student to work with teachers in making up all work missed during his/her absence - homework, class work and tests. A student may not participate in or attend extra-curricular activities on the day he/she is absent from school. If vacation trips must take place while school is in session, it is school policy not to assign work ahead of time. In most cases, students will have one week to make up work.

In accordance with Diocesan regulations, absence is cumulative for the entire academic year. After ten (10) accumulated days of absences a written warning notice will be sent to the parents. It is expected that the parents will respond to the principal as a result of this warning. After eighteen (18) cumulative days of absence in a given academic year, a parent conference will be convened with the principal to discuss appropriate corrective measures.

If absenteeism continues, the decision to request student retention or withdrawal is the responsibility of the principal.

AWARD SYSTEM

Academic awards in the form of Honor Roll Certificates are presented two (2) times a year, at the end of each semester to students in grades four through eight.

To qualify for placement on the **Honor Roll**, students must have:

- ◆ a grade of 85 or better in each major subject.
- ◆ a Satisfactory grade or better in minor subjects.
- ◆ a Satisfactory grade or better in conduct.

To qualify for placement on the **Principal's List** students must have:

- ◆ a grade of 93 or better in each major subject.
- ◆ a Satisfactory grade or better in minor subjects.
- ◆ a Satisfactory grade or better in conduct.

BIRTHDAY CELEBRATIONS

Children are welcome to share birthday treats with their classmates. For ease of distribution these treats should be single serving (cookie, cupcake) or individually wrapped (brownies, rice krispie treats, etc.). If a parent chooses to share treats with the faculty and staff, those treats will be placed in the faculty room rather than be delivered to the individual teachers.

Invitations for private parties of any kind should never be given out in class unless the entire class is invited, or the birthday girl invites all the girls in the class or the birthday boy invites all the boys in the class.

CARE OF PROPERTY

Students are expected to take pride in their school and to share the responsibility of keeping it

attractive. Any destruction of property- bathrooms, chairs, desks, equipment, materials or the building itself, will result in disciplinary action. Monetary compensation in proportion to the damage caused may also be required.

Textbooks are a very important part of school property and must always be handled with care. Hardback books must be kept covered. **Scribbling or drawing on books, book covers or copybooks is forbidden. Fines are imposed for damage to, or loss of textbooks or library books.** A book bag is required in all grades.

CLASSROOM MANAGEMENT

The classroom teacher is free to establish whatever rules and procedures are considered necessary for the smooth and effective running of the classroom. Such procedures are consistent with school policy. Students are expected to understand and exercise responsibility for these rules and regulations. A copy of the classroom rules and expectations is on display in the classroom and is given to each student at the beginning of the school year for parent signature. By signing, parents acknowledge that they are aware of the classroom policies and agree to support them.

Class changes for **all students** must take place quietly and in an orderly manner.

COMMUNICATION

Communication between home and school is essential for the success of every student. Every effort will be made by school personnel to keep the channels of communication open between the home and school. The primary means of communication will be through our e-mail system and the use of our school web-page. Parents are free to communicate with school authorities at any time, on any matter, provided the procedures outlined below are followed.

Parent/Teacher Conference

Only one conference is mandated by the Diocesan School Office. This conference is scheduled after the end of the first marking period. All parents are expected to attend this conference. The purpose of the conference at this time is to review the student's progress and performance so that parent and teacher together may assess the student's capabilities and plan accordingly.

If a parent wishes to consult with the principal, a phone call, e-mail or a note requesting an appointment will be honored at the earliest opportunity. **However, should this matter concern the child, the parent must first speak with the classroom teacher.** Should a parent desire to confer with a teacher, an e-mail or note to that effect should be sent, or a phone call made to the school office. A conference will be arranged as soon as possible at a time mutually agreeable - before or after school. Conferences or telephone calls to teachers must never occur during class time as teachers cannot leave classes unattended. Calls are never made to a teacher's home to discuss school business. Take advantage of the teacher's e-mail address, but realize that responses will be made at the teacher's earliest convenience.

Papers that must be signed by either parent or guardian should be returned to school the following day. **Please note a full signature is required at all times, never initials!** Worksheets, class papers, tests, reports/projects, etc. will be sent home according to each teacher's classroom policy. Parents are urged to review these papers, then sign and return them as indicated. This is your opportunity to keep in touch with your child's progress. Assignments and grades will also be posted to the RenWeb

website.

COURTESY

Courtesy springs from reverence for God and for all that He has created. It manifests itself in a variety of ways:

- ◆ thoughtfulness for young children.
- ◆ respect for peers: their right to learn and to work, their right to be different, their right to express an opinion.
- ◆ respect toward older people - parents, teachers, friends.

In the daily routine of school life, courtesy is shown in such simple ways as greeting people in a cheerful manner, offering to help, standing aside to allow adults to pass at doorways and stairs, not interrupting when others are speaking and observing a quiet restraint at all times in voice and manner. Meeting deadlines for assignments and taking due care of messages that have to be transmitted between home and school are also marks of courtesy.

DISCIPLINE

The philosophy underlying our school policy on discipline is set out in Section I of this handbook. In this section we deal with the practical application of that policy. While the rules and regulations apply to all OLMC students, it is recognized that certain procedures are more effective at various grade levels.

In order to help our students make positive choices and create an atmosphere conducive for learning, we will have a merit-demerit system for both satisfactory and unsatisfactory behaviors. It is hoped this will assist students in making good choices and becoming more self-disciplined.

OLMC has a "zero tolerance" policy for bullying. Any student taking part in this will automatically receive a detention and parents will be notified by the principal. If the behavior continues an in-school suspension will be given. Any student who continues with this behavior will be suspended or expelled from school.

The full diocesan policy on bullying can be found on the school website.

Merit System - Grades K-8

Merits will be awarded in five point increments when students exhibit the following traits, *above and beyond* what is normally expected of OLMC students: responsibility, integrity, citizenship, behavior, and kindness. At the end of each marking period, students who have accrued 100 points will be recognized.

Discipline System - Grades K-2

Grades K-2 have a modified discipline system. An effort and conduct sheet will be used as the initial discipline system. Students are given a "number" for various reasons after warnings have been given. If behavior problems continue, a demerit slip be sent home.

Discipline System- Grades 3-8

A student found violating school rules at these grade levels will receive a demerit slip. The demerit slip will indicate the type of infraction and the number of points received.

For each accumulation of 10 points, students will serve detention. After two detentions have been issued/served, there will be a conference with the student, parents, teachers and principal. If a student reaches three detentions, that student will lose certain privileges (participation in sports or after-school activities, recess, etc.) for a period of two weeks. If a student reaches four detentions, that student will serve an in-school suspension, and there will be another meeting with parents to discuss the student's continued enrollment in OLMC.

Please note that demerits are cumulative throughout the entire school year.

A copy of the demerit slip appears below. Please note that the list of infractions identified represents only an example of unacceptable behaviors, and is not intended to be all-inclusive.

<u>Demerit Slip</u>	
Student: _____	Date: _____
Teacher: _____	Subject: _____
Demerit points: _____	Points accrued to date: _____
Detention date: _____	
<p>Please review the demerit(s) your child received today and speak with him/her about appropriate school behavior. Kindly sign and return this form to your child's homeroom teacher on the next school day. If you have any questions feel free to contact the school. Thank you for your cooperation in this matter.</p>	
<u>1 point infractions</u>	
_____ Unprepared for class (missing books, supplies)	_____ Morning tardiness
_____ Gum chewing	_____ Incomplete assignment
<u>2 point infractions</u>	
_____ Missing assignment	_____ Uniform/dress code violation
_____ Inappropriate language	_____ Classroom disruption
<u>5 point infractions</u>	
_____ Lying	_____ Inappropriate attitude
_____ Fighting	_____ Disrespect in church
_____ Disrespect towards another person	
_____ Inappropriate contact with another student/rough housing	
<u>10 point infractions</u>	
_____ Bullying	_____ Cheating
_____ Forgery/plagiarism	_____ Stealing
_____ Defacing property of any kind	_____ Cell phone usage
_____ Other behavior deemed to be of a serious nature	
Parent signature: _____	
Principal: _____	

Detention

Detention is held on Wednesdays from 2:15 to 3:15 PM unless there is an early closing. In such a case detention will be scheduled for a different day. Parents will be notified at least a day in advance to facilitate arrangements for pick up.

In-School Suspension

Under certain circumstances it may be necessary to exclude a student from the classroom or from participation in other school activities for a limited period of time. The following breaches of discipline make a student liable for an in-school suspension:

- ◆ Continued disregard for school regulations.
- ◆ Repeated disruptive behavior which seriously interrupts the work of the classroom.
- ◆ Willful destruction of property.
- ◆ Other offenses judged by the principal to merit temporary isolation from others.

Out-of-School Suspension

An out-of-school suspension occurs if a student commits a very serious breach of school discipline or persists in violating school rules. The suspension and its duration will be determined by the principal. The suspension becomes effective when the principal has notified the parents giving them the reasons for the suspension.

Expulsion

Dismissal of a student from the school system may take place when all steps in the disciplinary process have failed to bring about the desired improvement. Other circumstances which make a student liable to expulsion are:

- ◆ Use or possession of drugs, alcohol or weapons.
- ◆ Conduct detrimental to the moral or physical safety of other students and staff members.
- ◆ Gross disrespect to any faculty or staff member.
- ◆ Total and continued defiance of authority.

A student found in possession of a dangerous weapon or a substance intended to produce physical discomfort or permanent injury is also liable for expulsion. If the situation warrants, the principal reserves the right to notify the police or other appropriate authorities.

When expulsion is being considered the parents will be notified to that effect. A full review of the student's behavior and academic record will be made by the principal. The final decision regarding expulsion rests with the Pastor in consultation with the principal.

Parents will be formally notified if an expulsion is to take place. They will be expected to withdraw the student immediately. Full documentation of the expulsion will be sent to the Diocesan Office. A copy of the report from the principal and teacher(s) will be included in the student's cumulative folder. A copy will also be kept on file in the school office.

DISMISSAL

Late Pick-up: No child will be left unattended after school has ended and students have been dismissed for the day. If parents are more than 15 minutes late picking up students, the students will be sent to the After School Program, in which case a fee of \$5.00 will be charged.

DRESS CODE

The basic uniform may be worn year round. The optional summer uniform may be worn in September, October, May, and June, as indicated on the school calendar.

Basic Uniform

Girls: grades K-5

red plaid jumper
white peter-pan collar blouse (long or short sleeve)
navy knee high socks
navy or black shoes in oxford or mary-jane style

optional: navy cardigan sweater with school logo

Girls: grades 6-8

red plaid skort or kilt
white button-down oxford shirt (long or short sleeve)
navy vest or v-neck sweater with school logo
navy knee high socks (no stockings, tights or leotards)
navy or black shoes in oxford or mary-jane style

Skort/kilt length

As a guide for girls' uniform length, jumpers, skorts and kilts should reach the bend at the back of the knee. Please keep this in mind when ordering and hemming.

Boys: grades K-8

uniform style twill pants in khaki
black or brown belt
white button-down oxford shirt (long or short sleeve)
uniform striped tie
black or brown dress socks
black or brown lace-up oxford shoes (no loafers or sneakers of any kind)
navy vest or v-neck sweater with school logo

Optional Summer Uniform

Girls: grades K-8

tan uniform twill walking shorts
black or brown belt
white button-down oxford shirt or peter-pan collar blouse (short sleeve) or navy polo shirt with school logo
white crew socks
navy or black shoes in oxford or mary-jane style

ALSO: Girls grades 6-8

red plaid skort or kilt
navy polo shirt with school logo
navy knee-high socks
navy or black shoes in oxford or mary-jane style

Boys: grades K-8

tan uniform twill walking shorts
black or brown belt
white button-down oxford shirt (short sleeve) or navy polo shirt with school logo
white crew socks
black or brown lace-up oxford shoes (no loafers or sneakers of any kind)

Students are not required to wear a vest or sweater during September, October, May or June. *Sneakers of any kind are unacceptable footwear outside of gym class.*

Mandatory Gym Uniform

gym shorts with school logo
sneakers and white crew socks

tee shirt with school logo
sweat suit with school logo (winter)

*Gym uniforms, especially shorts, must be appropriately sized for students. Shorts should be no shorter than fingertip length.

Students are expected to be neatly dressed at all times in accordance with the established dress code.

Personal Appearance and Grooming

Girls:

Uniform should be clean and in good repair.

Hemlines should reach the bend at the back of the knee, blouses tucked in, socks pulled up, and shoes tied.

Trendy hair styles or colors are not permitted.

Hair bands/ornaments may be worn one at a time and should blend in with the uniform's colors. Students may wear one fund-raiser bracelet.

Make-up is not permitted; only clear nail polish may be worn.

Post earrings (one in each ear) and a small religious medal or cross on a gold or silver chain may be worn.

Body piercing (other than one earring in each ear) is not permitted.

Boys:

Boys' ties should be properly tied, shirts tucked in, and shoelaces tied.

Trendy hair-cuts, styles or colors are not permitted.

Students may wear one fund-raiser bracelet.

Boys are not allowed to wear earrings. A small religious medal or cross on a chain may be worn.

Body piercing of any kind is not permitted.

Responsibility for the safety of jewelry rests with the student.

EARLY PERSONAL DISMISSAL

When an emergency makes it necessary to request an early dismissal, the parent or guardian is requested to send a note to the homeroom teacher explaining the reason for the request. Parents are urged to keep such requests at a minimum and to arrange medical appointments etc., for after school hours if at all possible. When an early dismissal is allowed, the parent or guardian should come to the school office. The child will be called to the office by a staff member. The person accompanying the child must be identified before leaving the school.

EMERGENCY CLOSING

Once school is in session every effort will be made not to close before regular dismissal time. However, circumstances may occur when the school has to be closed. Parents, especially working parents, need to be conscious of such possibilities and have a plan for the supervision of their child/children in mind. If an emergency closing must take place during the school day, parents or guardians will be contacted by phone if at all possible.

When inclement weather is severe enough to cause the closing of school for the entire day, the school closing number (633) will be posted on several local media outlets. Listen to KYW radio, check the

KYW website or watch local television stations. Information will also be posted to the school's website and Facebook page, and e-mails will be sent to all school families.

EXTRA-CURRICULAR ACTIVITIES

School Policy for Extra-curricular and Co-curricular Activities

Participation in a wide range of activities is encouraged, however class work and good conduct must receive top priority. Students must maintain passing grades in all academic areas and a satisfactory mark or better in conduct in order to participate in extra-curricular activities.

If a student has a marginally passing grade on the Progress Report (mid-marking period), parents are advised to carefully monitor the time spent on extra-curricular and co-curricular activities. Substantial improvement will be needed to get a good grade on the Report Card. To that end, if a student receives a less than Satisfactory grade in any subject area, including conduct, on the Progress Report, permission to continue in any extra-curricular or co-curricular activity will be conditional. The student's record will be reviewed by the principal on a weekly basis and evidence of definite improvement from week to week will be needed for continuance in any program.

A student who has a failing grade in a major or minor subject on his/her Report Card or a grade of less than Satisfactory in conduct will be excluded from all extra-curricular or co-curricular activities for a period of three weeks. If significant improvement has been made within that time, he/she *may* be allowed to resume activities, *provided there are no failing grades in other subjects*.

A student who has received a detention notice is permitted to participate in extra-curricular activities unless he/she deliberately fails to serve the detention on the assigned date.

Students must be supervised and escorted to their practices by the adult responsible for that activity. Only those students involved in activities are allowed to attend practices.

Appropriate behavior, respect for coaches and proper use of facilities and equipment is expected from those participating in all extra-curricular activities. Inappropriate behavior and abusive language will result in exclusion from activities. All students must stay in the practice area.

Students who are absent from school may **not** participate in or attend extra-curricular activities that day.

All adults attending extra-curricular activities, whether coaching staff or visitors, are expected to exhibit Christian behavior at all times, thus setting the example for the students. OLMC maintains a "zero tolerance" policy as set forth in the Athletic Association's handbook.

All student "fans" must stay inside the gym during games under the supervision of parents. Students are not allowed outside the building or to play in the foyer or the yard.

FIELD TRIPS

Occasionally students are permitted to go on educational outings that enhance their learning experience. A parent or legal guardian is required to fill out a permission slip for each outing. Participation in such activities is a privilege, not a right. Students with continued discipline problems/excessive detentions may be excluded from class trips. Due to insurance regulations,

chaperones may not ride on the bus with the students.

FIRE DRILLS / EMERGENCY DRILLS

Unannounced emergency drills are practiced monthly. During fire drills, teachers and students are expected to leave the building quickly and quietly. Adults working in the building are expected to leave by the nearest exit. Other security drills (shelter-in-place, lock-down, etc.) are also practiced on a regular basis.

HIGH SCHOOL VISITATION

High School Fairs and Open Houses are scheduled throughout the diocese in order to give parents and students in Junior High the opportunity to plan for their high school years.

Eighth grade students are permitted two days for high school visits, however these days are still counted as absences.

HOMEWORK

Homework is an essential part of the education process. Its effectiveness depends on the attitude of the child, the parent and the teacher. Homework should be seen as reinforcement and enrichment of the materials covered in class as well as a necessary means of fostering good study habits. All homework should be within the competence of the child's grade level.

Parent Responsibility

Parents can easily assess the quality of their child's academic performance by the quality of the homework. If slovenly, incomplete or careless homework assignments are tolerated by a parent or accepted by a teacher, the whole purpose of homework is defeated. It should be clearly understood by the child that incomplete or sloppy homework will not be accepted or graded.

Suggested Time allotment

◆	Grades K-2	20-30 minutes
◆	Grades 3-4	30-45 minutes
◆	Grades 5-6	45-60 minutes
◆	Grades 7-8	60-90 minutes

Student Responsibility

Students are responsible for homework missed because of absence or early personal dismissal. Such work should be made up at the earliest possible opportunity. If a situation or an emergency arises which makes it impossible for a student to do assigned homework, a note from the parent to that effect will be accepted. However, forgetting textbooks or notebooks, or involvement in extra-curricular activities will not be considered acceptable excuses.

Long-range projects must be completed and handed in on time. The student is responsible for the budgeting of time required to complete such projects. A homework assignment book is mandatory for all students in grades 3-8. It is purchased through the school.

INFORMATION UPDATE

Should an emergency arise, it is of the utmost importance that the school office has current information regarding home address, home phone number, cell phone number and up-to-date work numbers of parents as well as current e-mail addresses. Each year a form requesting such information is sent

home. *You are requested to fill it out even if there is no change from preceding years.* Be sure the school has an emergency phone number in case you cannot be reached. Should you change your address, telephone number or parish registration during the year, please notify the office immediately.

LIBRARY

The library is available to students for research and for checking out books. Students in Kindergarten through fifth grades receive instruction in library skills and library use.

The following regulations relate to all materials borrowed from the library:

- ◆ Proper care should be taken of all books issued.
- ◆ Books are checked out for one week and may be renewed for a second week only.
- ◆ Fines will be levied for overdue books and books destroyed or lost.

Proper behavior is expected and an atmosphere conducive to learning is required of all students while in the library.

LOST AND FOUND

All items likely to be lost, e.g., sweaters, caps, lunch boxes, etc., should be clearly marked with the student's name. Valuable items should not be brought to school. The school administration and staff cannot be responsible for loss, theft or damage to such articles.

All items found are turned into the school office. Students may claim lost articles before or after school.

LUNCH PROGRAM

A limited lunch program is operated through the efforts of a catering service and the PTA. The monthly menu is posted to the school's website along with the order form. Ordering is done online. Children are free to bring their own lunch if they wish. Snacks are sold on a daily basis.

Students will be escorted to the gym by grade and will eat lunch at their designated tables. No food is permitted to be carried outside of the gym. Chewing gum is forbidden in school at all times and merits disciplinary action.

Lunch Room Behavior

It is expected that all children will continue to show good manners, respect, common courtesy and quiet voices at their lunch tables. In no way are children allowed to visit other tables or throw food or other objects at the table. For everyone's well-being, voices should be kept to a normal, conversational level at lunch time. Children are expected to tidy their own spots at the lunch table and deposit trash into the trash barrels.

Lunch Time - Recess

When the recess bell rings, teachers lead students who have finished their lunch to the playground. All students are expected to go to the playground unless a parent requests otherwise in writing. Students have designated areas to play in, and are supervised by faculty members daily.

Children are not allowed to visit with parents in the kitchen for safety reasons.

MESSAGES

Parents or guardians always have access to the school to solve matters of immediate concern - forgotten lunches, etc. All such items should be marked with the child's name and grade, and dropped off in the school office. Parents are not allowed to go to classrooms with these items.

Classroom instruction should not be interrupted by parents or volunteers delivering messages. All messages come from the school office and will be delivered by a staff member or appointed person.

Cell phones: We do realize that cell phones are necessary at times. Any cell phone brought to school must remain turned off, and in the student's backpack. They are for emergency use only. Unauthorized use of cell phones or other electronic devices is prohibited in the building at all times and will result in confiscation of the equipment. Confiscated items may be picked up in the principal's office.

PARENT-TEACHER COOPERATION

Transportation: If you transport your own child, make sure he/she is on time. The child must be in homeroom when the bell rings at 7:40. At the end of the day, children being picked up are dismissed from the gym after the buses leave. For the safety of the children, all parents should adhere to the morning and afternoon procedures developed by the school and posted to the school's website.

Absence: If your child has been absent make sure you send a note to the homeroom teacher explaining the absence. An absence of more than three consecutive days requires a doctor's note as well.

Signing Papers: Take time to sign your child's papers and demerits (initials are not acceptable). Any papers requiring a signature should be returned the next day.

Report Card Grades: Encourage and praise effort rather than emphasizing letter grades. The effort needed to achieve one child's "C" may be greater and more commendable than that required for another's "A". We want to help all students do the best they can with the gifts and talents God has given them.

Phone Calls: Students may not call home for items they may have forgotten to bring to school. Children learn responsibility by accepting consequences.

Complaints-grievances: If you have a grievance or complaint always follow the "chain of command". As outlined below, this "chain of command" *must* be followed. Do not confront the Pastor as he will ask for this procedure to be followed.

- ◆ Confer with the individual teacher at school by an appointment.
- ◆ If you are not satisfied bring the matter to the principal.
- ◆ If still not satisfied request a conference with principal, teacher and student.

Endeavor to avoid criticism of Faculty/School Policy in the presence of your child. **Maintaining proper school discipline is the responsibility of the school administration and faculty.**

Detention: Have arrangements made ahead of time for your child's pick-up. All students must be signed out by a parent or guardian.

SCHOOL BUS

Student Behavior: All students who ride a bus to school are subject to specific safety regulations. It is

essential that students be aware of these regulations and the consequences of violating them. All students are required to wear seat belts. A summary of school bus directives follows. Parents are asked to review these directives with their child/children from time to time. Since the bus companies are accountable for the safety of the driver and the passengers, they have the final decision as to who will be excluded from riding the bus because of misbehavior.

Change of Transportation: If for any reason you need to pick up your child at the end of the school day, please send a note to that effect to your child's teacher, or call the school office early in the day in case of emergency. The child will wait for you at the school office if being picked up before dismissal bells have rung, or in the gym if being picked up at regular dismissal time. These children do not go out with their normal bus/dismissal line!

If someone else is picking up your child that person must be identified. No child will be dismissed except into the care of a previously identified person. No child will be permitted to leave the school with another child's parents unless the office has received prior notification from both sets of parents.

Students who are picked up on a regular basis are dismissed from the gym when all of the buses have left. For everyone's safety, adults are not allowed to board the buses to pick up children, or to remove children from their lines at dismissal time.

SCHOOL BUS DIRECTIVES FOR STUDENTS

The following directives have been drawn up for your safety. Remember that any misbehavior which distracts the bus driver is a very serious hazard to the safety of all passengers. **The bus driver must be obeyed without argument.**

1. Be on time at the bus stop (no more than 10 minutes early).
2. Stay off the road and on the curb while waiting for the bus.
3. Show respect for private property-lawns, shrubs, etc.
4. Move immediately to your assigned seat. **Put on seat belts. Remain seated** until the bus has come to a full stop at your destination.
5. Do not extend hands, arms, head or feet out the window.
6. Remember that loud talking, laughing or unnecessary confusion divert the driver's attention and could easily result in a serious accident.
7. Do not throw objects within the bus or out of the bus windows. Avoid littering.
8. Keep aisle clear of bookbags, band instruments, etc.
9. Food should not be eaten on the bus, because of the danger of choking.
10. Check that you have all your belongings before you leave the bus.
11. Never tamper with any bus equipment. Willful damage to seats, etc., must be paid for by the offender.
12. Help look after the safety and comfort of younger children.
13. If it is necessary to cross the road after getting off the bus, cross *at least ten feet in front of the bus*. Look both ways. Be alert to a danger signal from the bus driver.
14. The driver will not pick up or discharge riders at places other than the regular bus stops.
15. Because of the problems involved with insurance coverage, students may not change to a different bus.

DISCIPLINARY ACTIONS FOR VIOLATION OF BUS RULES:

Disregard for these rules may result in your child/children not being permitted to ride the school bus.

SCHOOL SUPPLIES

A supply list for grades K-8 will be included with your child's end-of-year packet and posted to the school's website. Parents can take the opportunity to buy these supplies before the first days of school. Primary grade teachers will order supplies for the children through the school. Copybooks with special ruling for Primary and Intermediate grades are available at all times in the school. As supplies are depleted or lost they should be replaced immediately.

Student use of liquid "white-out" or similar products is not permitted.

STUDENT COUNCIL

Student council is a faculty-directed activity that involves students in grades five through eight. Students will be instilled with a sense of responsibility to the school, parish, local, and global communities which will foster a feeling of pride and commitment to these communities and will mature the students' understanding of Christian behavior. Students will also learn to value the Christian principle of service to others in need.

Candidates for Student Council should exemplify appropriate Christian behavior and academic effort. Student council members may be asked to step down from their positions of leadership because of improper behavior.

VISITS

For the safety of your children, it is required that exterior doors are locked, and that all visitors report to the office, where they will receive a visitor's pass. No one will be permitted in the building without a pass. Parents and school volunteers are always welcome to visit the school but they must **never** go to the classrooms to deliver messages or seek conversation with a teacher about a child's progress while classes are in session or a teacher is on supervisory duty. Should a parent wish to visit a particular class, permission must be obtained in advance from the principal and an appointment made with the teacher so as not to interrupt the classroom routine or instruction. As outlined earlier in this book, all volunteers must attend Virtus training and follow the diocesan policy regarding background checks.

CONCLUSION

We thank you for your patience in reading this handbook which is the result of much thought and consultation, discussion and prayer. We ask that you share it with your child/children, and endeavor to explain the necessity for rules and regulations at all levels of society. Not every student need agree with every rule, but generally speaking students must accept the rules as being reasonable and for the good and safety of all.

We believe that school should be a happy place - a place of learning, but also of love and laughter; a place of effort, but also of enthusiasm for all that is good and beautiful and true. With your cooperation and support our school can be such a place.

We want the best for your children, as you do. Working together as partners in this great task of education, we - parents, students and faculty - can achieve the best. It is an undertaking based on faith, inspired by hope and sustained by love. There is no limit to what faith, hope and love can accomplish.

**APPENDIX I:
SCHOOL BOARD POLICY FOR
THE COLLECTION OF TUITION ARREARAGES**

1. All payments are due to FACTS Tuition Program on or before their due date or late payment charges will be imposed.
2. Although one missed tuition payment places the account in default status, upon missing two consecutive tuition payments, the parent or financially responsible party must contact the school within five (5) days from the date of the second consecutive missed tuition payment and meet with the administration to discuss the current status of the account. In the event that the parent or financially responsible person does not contact the school, under this scenario, the school will require a mandatory meeting with the parent or financially responsible person to discuss the status of the delinquent account. If the parents or the financially responsible person does not make satisfactory arrangements to bring the account current prior to the next consecutive tuition payment coming due, then, and in that event, the following will apply:
 - a. The child will be automatically removed from the roster and will not be permitted to continue in attendance.
 - b. The outstanding account will be pursued through, initially, informal collection efforts and then, subsequently, through more formal collection proceedings.
 - c. In the event that formal collection proceedings are instituted, the parent or financially responsible party shall also be responsible for any and all legal fees and court costs associated with such collection activity.
 - d. In addition to the above, report cards for any student whose account is delinquent at the time report cards are distributed, will be withheld. The report cards will be released to the family upon the tuition account being brought current.
 - e. Additionally, students whose accounts are delinquent will be excluded from participation in extra-curricular activities until payment is made on those accounts.
3. Late tuition policy for students currently enrolled in the 8th grade:
 - a. In addition to the above, any student currently in the 8th grade whose tuition (any portion of it) remains outstanding by no later than May 31st, shall not be permitted to participate in graduation ceremonies, shall not receive his or her final report card and shall not be entitled to a release of their school transcript.

**APPENDIX II:
ACCEPTABLE USE POLICY FOR TECHNOLOGY**

In recognizing advances in technology, OLMC is enthusiastic to continue to provide information for educational purposes through the OLMC network of computers for our school community. OLMC provides access to students and staff to information sources, but reserves the right to limit in-school use of materials appropriate for educational purposes.

OLMC has adopted standards of conduct for the use of computer networks and declares that unethical, unacceptable, immoral or illegal behavior is just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. OLMC retains the right to have personnel monitor network activity, in any form necessary, to maintain the integrity of the network and

insure proper use.

Before anyone has access to any of the computer systems or networks at OLMC, the form at the end of this appendix indicating the student's **and** parent's acceptance of this agreement must be completed and submitted to the Principal of OLMC.

Diocesan Guidelines

The technology available at school is for the use of the students and faculty for educational purposes. In order for students to use the technology services of this school, students and their parents must understand and accept this *Acceptable Use Policy*.

Internet access is available to students and teachers in our school. This access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for students and staff. Material viewed, created and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to insure that usage is appropriate, has a legitimate educational purpose and is in conformance with this Policy.

Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found searching a site which is deemed offensive will receive disciplinary action. Depending on the offense, the consequences may include loss of technology use privilege, disciplinary action up to, and including, suspension or expulsion, and/or criminal complaint.

Unacceptable use of the technology includes, but is not limited to:

- ◆ Doing anything with respect to hardware, software or programming which results in damage to the technology or inconvenience to others.
- ◆ Violating the privacy of any student, employee or any other individual.
- ◆ Revealing home phone numbers, addresses or other personal information.
- ◆ Transmitting or receiving profane, obscene, pornographic or other objectionable materials.
- ◆ Transmitting material threatening to another person, whether or not such threatening action is delivered.
- ◆ Using the technology to bully another individual or group.
- ◆ Copying proprietary information, including software, in violation of applicable law.
- ◆ Plagiarizing, which is taking someone else's words, ideas or findings, and presenting them as your own work without properly giving credit to the sources.
- ◆ Using the network for personal reasons unrelated to school work, assignments or legitimate educational purposes.
- ◆ Using the network for financial gain, a business activity or any illegal activity.
- ◆ Creating, transmitting or introducing computer viruses.
- ◆ Deliberately trying to degrade or disrupt system performance. (Such acts may also be viewed as criminal activity under applicable local, state, or federal law.)
- ◆ Transmitting product advertisement or political lobbying.
- ◆ Violating any local, state or federal rule or regulation.
- ◆ Exploring or transmitting information that conflicts with Catholic moral values; e.g. any chat room, virtual games, social media sites, e-mails.
- ◆ Granting access to unauthorized persons, either by intentional action or unintentional action

(i.e. failure to log off).

The use of our school's technology, including Internet use, is a privilege, not a right.

GUIDELINES FOR INTERNET AND ELECTRONIC COMMUNICATIONS

The Internet has become a global and ubiquitous reality. It offers access to a wealth of knowledge which can be extremely beneficial to students. The Internet can also be dangerous. Because the Internet offers the opportunity for anonymity, there is the possibility of cyber-bullying and other harmful acts, and for sexual predators to have access to minors.

It is important for students to maintain appropriate boundaries with respect to other students and the adults in the school. This is for the protection of both students and adults. The Internet and other electronic communications pose unique challenges in this regard.

Computer use, including use of non-school equipment and use outside of the school, can have harmful effects on students and the school community. Any person who makes inappropriate use of the Internet, cell phones or other means of electronic communications that is harmful to the good order and discipline of the school, its religious mission or its educational objectives, is subject to disciplinary action.

This document establishes guidelines for the appropriate use of the Internet, electronic mail and telephone for students. Please note that material viewed, created and/or stored on the technology (including, but not limited to I-Pods, cell phones, social media sites or any Internet related broadcasts) is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to insure that usage is appropriate, has a legitimate educational purpose and is in conformance with this Policy.

Acceptable protocol includes the following:

- ◆ If a student must correspond with school personnel by e-mail, only school matters or matters appropriate to be discussed in school should be communicated.
- ◆ Students should remember to write as if others are certain to read what is written. E-mail communication can easily be shared with others for whom the communication was not intended.

Unacceptable activities include, but are not limited to the following:

- ◆ Bullying or harassing another student, parent, teacher, administrator, school employee or other member of the school community.
- ◆ Posting statements, pictures or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful or threatening to another student, parent, teacher, administrator, school employee or other member of the school community.
- ◆ Using the school seal (logo) or motto without written permission of the principal.
- ◆ Creating a website, webpage, account, blog or the like designed to look like it was created by, or belongs to, another student, a teacher, administrator, school employee or other member of the school community without the express written consent of that individual.
- ◆ Creating a website or webpage designed to look like an official school posting.

PARENT/STUDENT AGREEMENT

We have read and agree to be governed by the contents of the 2018- 2019 OLMC Handbook, including the Acceptable Use Policy. We fully understand the contents and will abide by these rules and policies. We understand the sanctions connected with violations of the policies set forth in this Handbook.

Parent/Guardian signatures:

Date: _____

I have read, and/or heard the above information read to me, and agree to be governed by the contents of the 2018 - 2019 OLMC Handbook, including the Acceptable Use Policy. I fully understand the contents and will abide by these rules and policies. I understand the sanctions connected with violations of the policies set forth in this handbook.

Student: _____ Grade _____

Student: _____ Grade _____

Student: _____ Grade _____

Student: _____ Grade _____

*Please detach and return **this entire page** to the school office.*